King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.050 **Drug Use**	Approved By:	Director John Diaz
	Effective Date:	February 26, 2020
	Reviewed By:	PRC Committee P. Hu – HR Manager
	Review Date:	January 9, 2020
Distribution:	Document Code No.	

Purpose

To establish drug use criteria for DAJD employees, job applicants, volunteers, visitors, agency personnel and service providers who either are employed with the department, seeking employment with the department and/or seeking access into department facilities.

Policy

The department is firmly committed to promoting a safe, healthy, drug-free and, and alcohol-free work environment.

References

PER 15-1-2 (AEP) Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy for Employees Occupying Non-Safety-Sensitive Positions

United States Drug-Free Workplace Act of 1988

Title 21 United States Code (USC) Controlled Substance Act

King County Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy

Handbook (Policy Handbook), as amended

Selection Standards for King County Department of Adult and Juvenile Detention

RCW 69.50.101 – 69.50.213 Washington State Uniform Controlled Substances Act

Definitions

Controlled Substance: A drug or chemical substance whose possession and use are regulated under the Uniform Controlled Substances Act as adopted in RCW 69.50.101 – 69.50.213.

Schedule I Drugs: Drugs with a high abuse risk. Some examples are heroin, LSD, and crack cocaine.

Schedule II Drugs: Drugs with a high abuse risk, but also have safe and accepted medical uses in the United States. These drugs can cause severe psychological or physical dependence. Schedule II drugs include certain narcotic, stimulant, and depressant drugs. Some examples are morphine, cocaine, oxycodone (Percodan®), Methylphenidate (Ritalin®), and dextroamphetamine (Dexedrine®).

A. General Guidelines

Current Employees of DAJD:

1. Any DAJD employees who uses illegal drugs, legal drugs in an unlawful fashion and/or marijuana will face disciplinary action, up to and including termination, or dismissal and/or referral to an outside law enforcement agency for review and possible filing of criminal charges.
2. All employees are required to abide by federal, state and local laws regarding controlled substances, including all controlled substances listed in Title 21 of the United States Code Controlled Substance Act and RCW 69.50.101 – 69.50.213.

Prospective Employees/Volunteers/Individuals Doing Business in or with DAJD:

1. The department does not condone any prior illegal drug use by individuals seeking employment or access to the department facilities/information systems but realizes that some viable individuals may have used illegal drugs at some point in their past.
2. The following guidelines set forth the criteria for determining whether prior drug use make an individual unsuitable for employment or access, balancing the needs of the department and the public integrity necessary to accomplish its law enforcement mission.
   a. The department shall not consider any individual who seeks employment or access to DAJD facilities and information systems:

1) Who has purchased, sold, transported, possessed or distributed any illegal drug substance to include non-prescribed medications in the past three (3) years.
2) For the purposes of this standard, illegal drugs are defined in RCW 69.50.401 and within the Selection Standard for King County Department of Adult and Juvenile Detention.

3. Exception or waivers of this policy may be considered on a case-by-case basis but may only be authorized by the Director or his or her designee, in consultation with the Human Resources Manager.